



**Application form****1. COMPANY DETAILS**

PLEASE FILL IN CAPITAL LETTERS

Company	(For billing)
M.O.F. N°	Commercial Register N°
 Page	 @
Contact Person	Mobile
Exhibition Coordinator	Mobile
Mailing Address	Country
Phone	Fax
Email	Website

**2. APPLICATION**

We hereby apply to book:

Stand N° _____ m x _____ m	<input type="checkbox"/> Water point needed	→	Your Order
			US \$

- Shell Scheme (includes carpet, wall panels signboard, stand number, power point and lighting) \_\_\_\_\_ m<sup>2</sup> x 350 US\$ / m<sup>2</sup>
- Space Only \_\_\_\_\_ m<sup>2</sup> x 330 US\$ / m<sup>2</sup>
- Sharing Company (330 US\$ per additional company) 330 US\$ x \_\_\_\_\_ company
- Special Pavilion, Specify: \_\_\_\_\_ m<sup>2</sup> x \_\_\_\_\_ US\$ / m<sup>2</sup>

Sponsorship/ Effective Advertising	→	US \$
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Specify

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Advertisement in the Official Catalogue	→	US \$
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- Bookmark 4 000 US \$
- Back cover 2 250 US \$
- Inside front cover 2 000 US \$
- Inside back cover 1 750 US \$
- 1 color page 1 500 US \$

SUB TOTAL 1 US\$

D.I.A. US\$

SUB TOTAL 2 US\$

+10% VAT US\$

TOTAL US\$

**PAYMENT METHOD: 50% upon signature - 50% on or before 4 March 2016**

No application will be considered binding upon the Organizer unless accompanied by the appropriate payment.

Every additional on-site square meter will be charged extra for the cost of 100 US \$ per sqm

All payments have to be made by check or bank transfer to the order of Hospitality Services s.a.r.l.

A/C No. 124229512 - BANQUE LIBANO-FRANCAISE S.A.L. - Sin-EI Fil - Lebanon Swift Code: BLFSLBBX

IBAN: LB 80 0010 0000 0000 0001 2422 9512. No costs for beneficiary.

By signing the present application, we irrevocably undertake to pay the amount due as indicated above and formally agree to abide by the terms and conditions overleaf.  
(this application must be signed by a person duly authorized)

For and on behalf of the exhibiting company

Date \_\_\_\_\_

Name \_\_\_\_\_

Position in company \_\_\_\_\_

For Organizers use only

SR/EO | SC | CS | PM | ID | \_\_\_\_\_

Signature &amp; Company Stamp (stamp is compulsory)

# TERMS AND REGULATIONS FOR PARTICIPATION

## 1- TERMS OF REFERENCE

In these terms and regulations for participation, the term "Exhibitor"/"Participant" shall include all employees, staff and agents of any company, stock-in-trade, firm or individual to whom space has been allocated for the purpose of exhibiting.

The term "Exhibition" shall mean: HORECA 2016.

The term "Organizer" shall mean: Hospitality Services s.a.r.l.

## 2- APPLICATION FOR PARTICIPATION

- All applications for participation shall be made on the prescribed application form, which shall be submitted to the Organizer. Rejection of an application shall not give rise to any claim for damage.
- The contract will only be final and binding upon the Organizer when the Exhibitor/Participant submits the application form duly signed and pays to the Organizer 50% of the participation fee.
- However, by signing the application, the Exhibitor/Participant commits to immediately pay the amount of the Deposit and is deemed to have unconditionally agreed on all these terms and regulations and formally waives his right to contest same. Noting that application form must be completed with all required information.

## 3- ALLOCATION OF EXHIBIT SPACE

- The Organizer shall allocate the space in accordance with the nature of the exhibits or in the manner the Organizer deems fit.
- Should exceptional circumstances so require, the Organizer shall reserve the right to change the space allocated to the Exhibitor/Participant at any time prior to the commencement of the build-up of the exhibition. Such changes shall be at the discretion of the Organizer and the Exhibitor/Participant shall have no claim for compensation as a result of the changes.

## 4- USE OF EXHIBIT SPACE

- Exhibitors/Participants are bound to exhibit the announced products or services and to have competent personnel during the opening hours of the Exhibition. Every Exhibitor/Participant is entitled to occupy the space allotted to him (to check date and time, see exhibitors' manual). In the event of default for whatever reason, the Organizer has the right to deal with the space in any way he thinks best and in this case the exhibition Deposit will not be refunded.
- All exhibits must accord with the description of the application form, and be related to the theme of the Exhibition.
- Exhibitors/Participants are not allowed to sub-let the space allotted to them to other parties either in whole or in part without the written consent of the Organizer. Modifications including decoration such as painting the floor, ceiling and pillars will not be permitted, and consequent damage to the Exhibition hall will be compensated by the Exhibitor/Participant.
- Exhibitors/Participants will be totally responsible for the cost of restoring to its original condition any part of the land or structure occupied by them, which has been altered or damaged in any way.
- Exhibitors/Participants shall be totally responsible for the obtention of visas as may it be required to enable them, their staff, agents, representatives, visitors, or others to attend the Exhibition. In no event shall there be any claim for damages or otherwise against the Organizer in respect of any loss or expense relating thereto.

## 5- TERMS AND METHODS OF PAYMENT

50% Deposit out of both the participation fee and the relevant stand charges must be paid upon signature by the Exhibitor/Participant. The balance shall be paid no later than 30 days prior to the opening of the Exhibition. Otherwise, the Organizer has the right to consider the contract cancelled and to freely allocate the space. In this case, the Deposit will not be refunded.

## 6- BREACH OF CONTRACT AND WITHDRAWAL BY EXHIBITOR/PARTICIPANT

- In the events of abandonment or rejection of the allocated spaces, the Organizer has the right to cancel the Exhibitor's/Participant's application. In this case, the Exhibition Deposit will not be refunded.
- In the event of partial abandonment or rejection of the allocated space, the Organizer has the discretionary right either to cancel the application or to reallocate the partly abandoned or rejected space. In this case if the participation fee for the diminished space is already paid, the Deposit will not be refunded. But if that fee is not yet paid, the Exhibitor/Participant should pay half of the fee related to the diminished space.

## 7- CHANGES OF DATES OR CANCELLATION OF EXHIBITION

- If unforeseen events arise which are not the responsibility of the Organizer, the Organizer reserves the right to:
  - Cancel the Exhibition.
  - Change the date/venue of the Exhibition: in this case the Exhibitors/Participants who are unable to attend the fair at the new date are authorized to cancel their contract by registered letter within one week following their notification of the change of date/venue.In both cases, if the cancellation or change the date/venue occur in less than two months, the Deposit will not be refunded.
- The Organizer reserves the right to terminate the exhibition if use or occupancy of the Exhibition premises is or will be materially interfered with by reason of fire, casualty, strike, embargo, injunction, acts of God, or any other act or any other force majeure or event beyond the Organizer's reasonable control during any period of time the availability of which is critical to the success of the fair. It is expressly agreed that such a termination shall not constitute a breach of this agreement.

## 8- DECORATION OF STAND SERVICES

- All Exhibitors/Participants must complete their construction and/or decoration by the date and time stipulated by the Organizer in the Exhibitor's/Participant's manual.
- The Organizer reserves the right to make an additional charge to each Exhibitor/Participant equal to any amount charged to them for any services supplied whether specifically ordered or not. The Organizer accepts no responsibility to breakdown or failure of any of the services provided for or in connection with the Exhibition.

## 9- MOVEMENT OF EXHIBITS

Exhibitors/Participants undertake to remove all exhibits from the Exhibition Hall within two days following the end of the exhibition and shall indemnify the Organizer for any loss incurred by reason of delay or damage to the Exhibition Hall.

## 10- SECURITY

- The Organizer shall take all the reasonable security precautions in the interest of Exhibitors/Participants and visitors.
- However, the Organizer shall not be held responsible for any loss or theft or damage to exhibits at the Exhibition Hall during the build-up, Exhibition & dismantling period. The Organizer shall also not be held responsible for any loss or damage to exhibits or any article belonging to the Exhibitor/Participant.

## 11- INSURANCE

The Organizer is not responsible for any damage caused by the Exhibitors/Participants to a third party or to themselves, nor to the loss, theft or destruction of equipment or commercial goods exhibited. Each Exhibitor/Participant must subscribe an individual insurance policy against these risks.

## 12- FIRE REGULATIONS

- Materials used in stand and display construction must be properly fire-protected in accordance with the regulations of fairgrounds.
- The Organizer has the right, should circumstances so require, to make changes to the Exhibitor's/Participant's stand for the purpose of fire control.

## 13- SUPPLEMENTARY CLAUSES

- Whenever necessary, the Organizer shall have the right to issue supplementary regulations in addition to those in "the Terms and Regulations for participation" to ensure the smooth management of the Exhibition. Any additional written regulation/instruction shall be binding upon the Exhibitors/Participants.
- The Exhibitor/Participant shall also observe HORECA 2016 Rules and Regulations.
- An Exhibitors'/Participants' manual will be sent to each Exhibitor/Participant containing detailed instructions for the organization of the exhibition.

## 14- DISPUTES AND JURISDICTIONS

- The Organizer will be validly notified of any claim only if submitted in writing to the email mentioned below within two weeks of the closing date of the Exhibition. Notices or claims addressed to the Exhibitors/Participants will be posted at the address given below and deemed to have been delivered within 5 working days of being posted.
- Any dispute or question which may arise at any time hereinafter between the Organizer and the Exhibitor/Participant concerning these "Terms & Regulations for participation" or the rights and liabilities of the parties hereto shall be settled by the competent Court in Lebanon in accordance with the Lebanese laws.